Job Title: Director of Information Technology
Employment Type: Full Time
Location: Greenville, SC, US
Apply URL: https://greenvillewater.applicantpro.com/jobs/1340696.html
Job Description:

Job Title: Director of Information Technology
Department: Information Technology
Reports To: Chief Financial Officer
FLSA Status: Exempt

JOB SUMMARY
The purpose of this classification is to supervise, plan and direct the activities of the Information Technology
Department in order to ensure the effective and efficient administration and operation of computer hardware, software
and systems.
ESSENTIAL JOB FUNCTIONS:
Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work,
counseling, disciplining, and completing employee performance appraisals.
Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of
work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
Forecasts computer technology and support needs for Greenville Water, and develops and maintains a five-year plan
for computer systems, equipment, software and personnel.
Coordinates computer technology requirements and activities between all Greenville Water divisions.
Develops and implements standard operating procedures for system functions and use.
Establishes access levels and maintains system security.
Reviews and authorizes business continuity and disaster recovery plans.
Researches, reviews, analyzes and recommends computer hardware, software and systems for purchase.
Manages vendor relationships with technology providers.
Establishes and maintains professional relationships with technology professionals at other utility and public sector
entities.
Allocates appropriate materials and manpower for assigned projects.
Provides technical support and information to system users: answers questions; troubleshoots and/or resolves
problems.
Maintains adequate inventory of supplies and equipment; ensures the proper maintenance of equipment and
software.
Conducts and attends meetings with employees, vendors, department supervisors, Greenville Water management,
etc.
Receives, reviews, prepares and/or submits various records and reports including budget documents, monthly
reports, analyses, equipment requests, supply requisitions, job applications, performance appraisals, equipment
specifications, routine and technical reports, memos, correspondence, etc.
Maintains an awareness of new applications, technologies, technical methods, trends, and advances in the
profession.
Interacts and communicates with various groups and individuals such as the immediate supervisor, other department
heads and employees, subordinates, professional peers, sales and service representatives, consultants, and the
general public.
Creates / directs and maintains Cloud Strategy for Greenville Water.
MINIMUM QUALIFICATIONS:
A Bachelor's Degree in computer science, information technology or related field, supplemented by seven (7) years of
progressively responsible management experience in computer programming, system design, and information
technology operations, is required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily.
Greenville Water is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Greenville
Water will provide reasonable accommodations to qualified individuals with disabilities and encourages both
prospective and current employees to discuss potential accommodations with the employer.

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